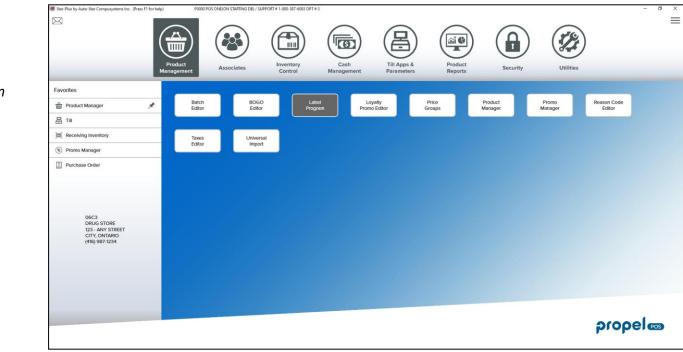# Label Program
Load Items

Pharmacy Technology Solutions — Issued October 2023

Label Program: Load Items

- Load Items will bring up a window that lists the possible queues that items can be loaded from into the Label Program.
- Note that items will load into the grid with the format and quantity specified in the Shelf Label and Quantity fields on the general parameters tab in Product Manager unless they are blank, in which case the values in the Format and Qty fields on the main screen will be used.

1. Click the **Product Management** function button.

- *The function buttons that appear are related to the Product Management in the Application bar above.*

2. Click the **Label Program** function button.

Label Program: Load Items (cont'd)

There are several label formats available.

3. Click the **F7 Load Items** button.

4. **Please Choose The Type Of Labels To Print** options select one of the following:

- *New Items – When a new item is created in Product Manager will be placed in this queue.*
- *Changed Items – Any item that has a change to the Report Description, POS Description, Retail Price, Taxes, or Bin Location will be placed to this queue. As well, any items added using the F8 Label function in Product Manager.*
- *Receiving – If the parameter Only Queue Price Changes, found in the receiving section, is selected, only items that have changes to the retail price will be added to this queue.*
- *Promo Event – Any items that belongs to a specified promo event will be placed in this queue. If this option is chosen, a separate window will display allowing you to select which promo to print.*
- *Load of Batch – Any items that belongs to a specified batch will be placed in this queue. A separate window will display that will allow the batch code to load items.*
- *Load R.F. Labels - his will load all items from the Mobile Mini. If multiple users have been loading labels into the R.F. label queue, these entries will be separated by employee code.*
- *Load from Planogram – if you have saved the planogram file onto your computer from the website you can select this option and it will load the items into the label program.*

Please Choose The Type Of Labels To Print

○ New Items	○ Load From Batch	○ Load From Planogram
○ Changed Items	● Load From Query	○ S.L. Int. Auto Processing
○ Receiving	○ Load Saved Labels	○ Product Manager
○ Promo Event	○ Load R.F. Labels	○ Load From Advanced GWP
○ Import From Telxon	○ S.L. Int. Manual Processing	

OK   Purge   Cancel

- *Product Manager – This will load all items that have been placed into the label queue by the Label F8 function from Product Manager.*
- *Load from Advanced GWP – Items belonging to a specified Advanced Gift With Purchase event will be placed in this queue. A separate window will display that will allow you to select the promo.*

Purge Option – This can be used to clear out information from the New Items, Changed Items, Receiving or Saved Labels queues. If you have not used these queues before it is recommended that you purge the queues before you use them.
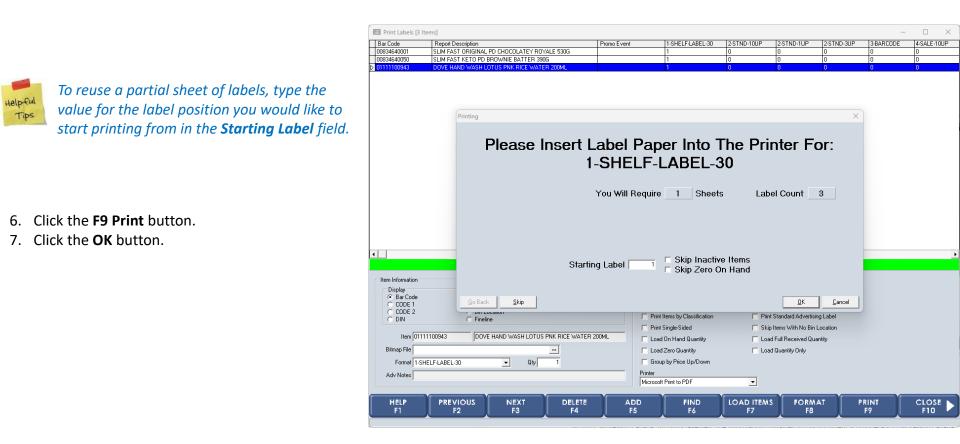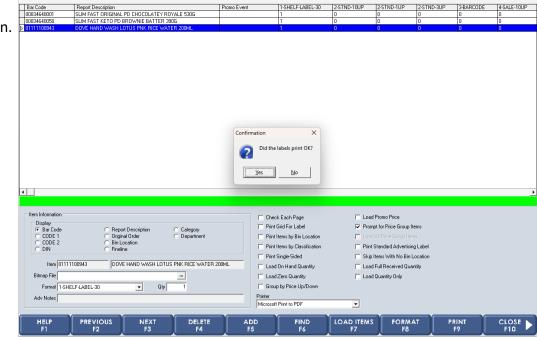
5. Click the **OK** button.

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Label Program: Load Items (cont'd)

- *This window will tell you how many sheets of label paper are required based on the number of labels to be printed.*
- *If you use adhesive, multiple-label sheets to print one or several labels you can select the Starting Label point.*
- *You will need to insert the applicable label paper into the printer before continuing.*

*To reuse a partial sheet of labels, type the value for the label position you would like to start printing from in the **Starting Label** field.*

6. Click the **F9 Print** button.
7. Click the **OK** button.

Label Program: Load Items (cont'd)

- *Wait for labels to print before selecting either option from the Confirm window.*
- *Check the printer to make sure that the labels printed correctly.*
- *If you click Yes and the labels did not print, you will have to re-enter the information.*

8. Click the **Yes** button to print and clear the Item Listing section.

    [OR]

    Click the **N**o button to reprint the labels.

9. Click the **Close F10** button.

You can also use the F10 key on your keyboard to activate the function.